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MINUTES OF DEPUTY DIRECTOR (SUPPORT)

STAFF MEETING

5 October 1955

1. Colonel White passed on several items about which the Director had commented:

a. Inasmuch as the reserve is down to a very low balance, steps should be taken to replenish it and Mr. Saunders was asked to initiate action in this regard.

b. From time to time comments are received from the outside which indicate the Agency is getting a reputation as a "soft touch" as far as furnishing of personnel and funds are concerned. In the future all requests for contribution to activities of other agencies should be carefully reviewed and attempts made to seek reimbursement for personnel detailed outside the Agency.

c. The Director has asked all officers to make every effort to pick up where they can whatever funds they can to assist during the balance of the year.

2. In this connection, Mr. Garrison mentioned the desirability of

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3. Colonel White mentioned again that he has been embarrassed from time to time as a result of not being aware of the activities of some of his offices, especially when they are participating in studies with the Inspector General. Relations with the Inspector General are good and Colonel White has no intention of stipulating the type and degree of contacts which offices may have with the Inspector General, but he does want to be advised of actions taken because of, or in conjunction with the Inspector General.

4. It was indicated that incentive award suggestions in connection with the new building would not be processed through the Incentive Awards Board and would not be subject to monetary valuation, but would be forwarded to the Office of Logistics for consideration when the specifications were being developed. Mr. Garrison was to prepare a notice to this effect for publication.

5. It was announced that [ ] has been appointed as the Agency's scientific representative abroad.

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6. The Agency has a fairly good reputation with the local courts because of our policy of requiring employees to serve when called for jury duty unless their absence will cause a real operational handicap in the work of the Agency. Colonel White indicated that he expected his office heads to continue the "tough" policy in this regard and send up for consideration for exemption only those cases which meet the above standards.

7. Due to releases from the reserve this year, the base of the Agency's budget has been raised and it will be very difficult next year to get the funds necessary to continue operations, to replenish our reserve and to permit construction of the new building.

8. The Director has again expressed an interest in language training and mentioned especially that he felt employees should, at least during their tour of duty abroad, take instructions in the language of the country in which they find themselves.

9. Colonel White announced that he had concurred in the reduction of the Special Clandestine Services Orientation Course from 40 to 20 hours and, therefore, the last two courses will be combined and given during a period of one week rather than two weeks.

10. Colonel White indicated he expected his office heads to furnish names of their top people as recommendations when filling positions with SA designations. He also indicated that there would be a DD/S Career Board meeting in the near future.

11. Office heads were reminded that all employees having contact with any public information media must immediately submit the same to Colonel Grogan as required in our

12. NSA Orientation program regarding their new internal communications system will be held near the end of October and several Agency representatives will attend.

13. A question was raised as to the standards to be followed in establishing per diem rates at the maximum or less than the maximum. Colonel White indicated that he expected his office heads and other travel authorizing officers to exercise their judgment and to specify the amount of per diem required to reimburse the traveler for expenses incurred under the particular circumstances.

14. Mr. Houston restated the instructions in the current regulations which require that the General Counsel and the Inspector General be notified immediately whenever there are misuses of funds or similar actions which may

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15. Mr. Reynolds gave an interim report on the Consolidated Charities Fund Drive and advised that of the quota of \$70,000, over \$57,000 is currently available in cash and pledges. The DD/S components have a quota of \$19,880 and to date, over \$17,000 in cash and pledges have been received. Two offices have not yet reported.

16. Mr. Saunders was asked to review the headquarters [redacted] 25X1 and regulations regarding clearing procedures to see whether the routines were as effective as they should be.

25X1A 17. Notice [redacted] requires that the Medical Staff be notified when employees return to the States following TDY or PCS abroad. Upon receipt of the information that an employee has returned, the Medical Staff reviews his file and makes a determination as to whether or not an examination is warranted. At the present time, the Medical Staff does not have the capability of examining 100% of the returnees. Only those individuals whose length of service outside the United States, the area in which they served, or their prior physical condition indicates the need for an examination are actually called in for an examination.

18. The meeting adjourned at 2:15.

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